Sash Replacement Guide

for Andersen® 200/400 Series Awning Windows

IMPORTANT

Read all instructions carefully before attempting this procedure. If you have any questions about your ability to complete this procedure, call Andersen at 1-888-888-7020 for further direction. Andersen WindowCare® service center hours are Monday through Friday, 7 a.m. to 7 p.m. Central Time and Saturday, 8 a.m. to 4 p.m. Central Time. Thank you for choosing Andersen® products.

Important Safety, Assembly, and Installation Information

Every assembly and installation is different (windloads, structural support, etc.), and Andersen strongly recommends consultation with an Andersen supplier or an experienced contractor, architect, or structural engineer prior to the assembly and installation of any Andersen product. Andersen has no responsibility in regard to the post-manufactured assembly and installation of Andersen products.

⚠ WARNING

Use caution when working at elevated heights and around unit openings. Follow manufacturer's instructions for safe use of ladder and/or scaffolding. Failure to do so may result in injury or death.

⚠ WARNING

Follow manufacturer's instructions for safe operation of hand/power tools. Always wear safety glasses. Failure to do so may result in injury and/or product damage.

⚠ WARNING

Windows and doors can be heavy. Use safe lifting techniques and a reasonable number of people with enough strength to lift, carry and install window and door products to avoid injury and/or product damage.

⚠ WARNING

Sash must be supported during entire removal and installation procedures. Failure to support Sash may result in injury or product damage.

⚠ WARNING

Wear gloves, safety glasses goggles or eye shields when handling glass. Tape broken glass with filament or duct tape before removal to reduce glass fragmentation. Failure to do so may result in injury, product and /or property damage.

CAUTION

When drilling into Sash, drill only 1/8" deep to avoid penetrating glass area or drilling through Sash.

NOTICE

- Check sash size, glass type, color, and kit contents to verify all parts are correct.
- Unit/Sash opening must be plumb, level, square, and free of any bowed jambs. To check, measure frame diagonally from corner to corner. Distances must be within 1/8" of each other.
- Inspect for any damage to frame and vinyl cover. Repair as needed.
- If any of the above requirements are not met, have a qualified carpenter, builder, or contractor determine whether window frame should be replaced or reinstalled, or if there are structural problems that need to be corrected before sash replacement.

Instruction Guide **0003910** BC Revised 07/16/09

Parts Included

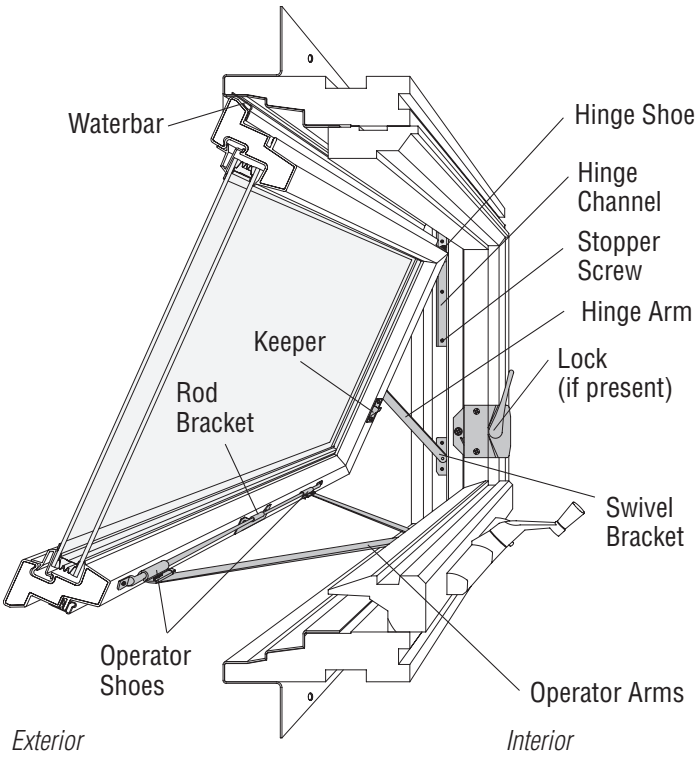
(1) Installation Guide
(1) Sash

Tools and Supplies Required

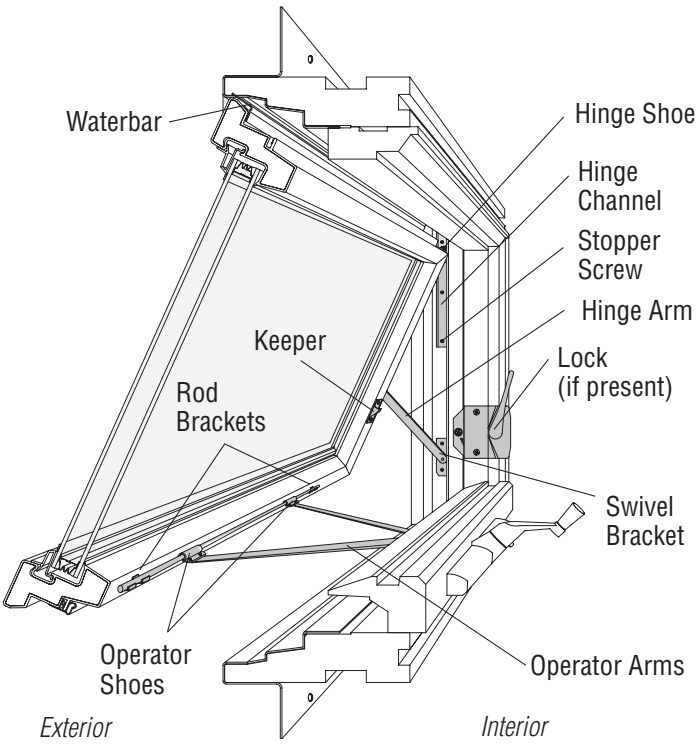
- Safety Glasses
- Gloves
- Phillips Screwdriver
- Flat Blade Screwdriver
- Pencil
- Awl
- Power Drill
- Filament / Duct Tape
- 3/32" Drill Bit
- Tape Measure
- Piece of Wood
- White Grease

1. Determine Unit Vintage

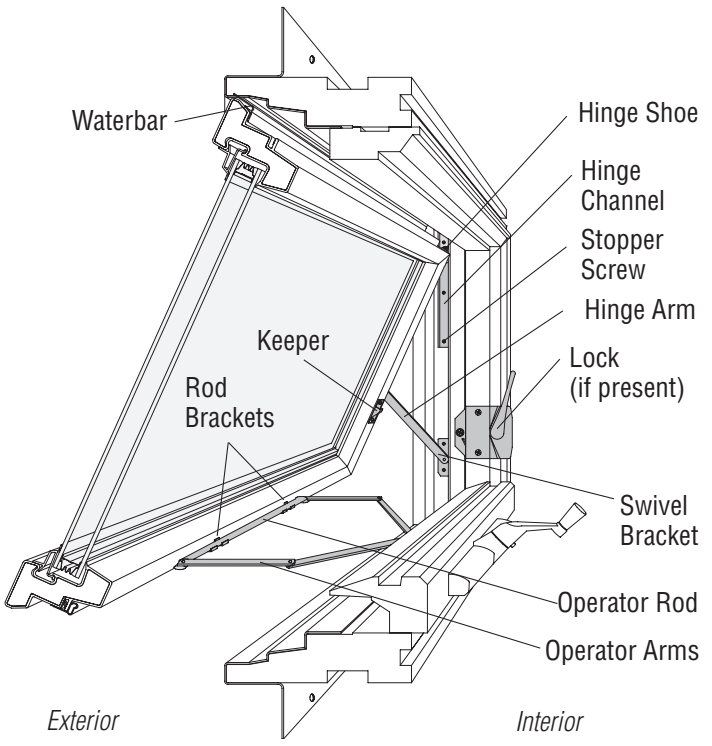
- Determine vintage of your *Awning Unit* prior to beginning sash replacement. Instructions are specific to age of unit.



1973 - June 1981



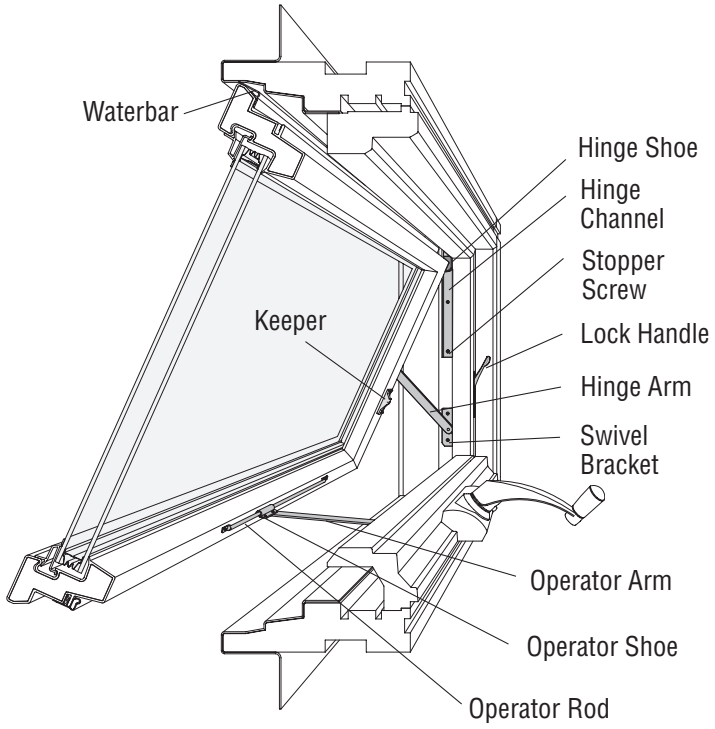
July 1981 - June 1995 (Short or Long Arm)



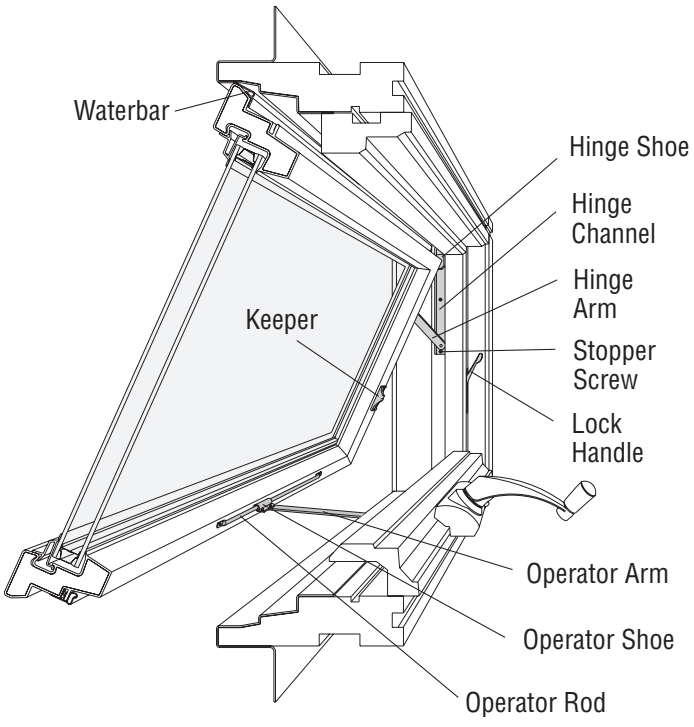
July 1981 - June 1995 (Scissor Arm)

1. Determine Unit Vintage (continued)

- Determine vintage of your *Awning Unit* prior to beginning sash replacement. Instructions are specific to age of unit.



June 1995 - March 2001



March 2001 - Present

2. Disengage Operator Rod/Arm From Sash

⚠ WARNING

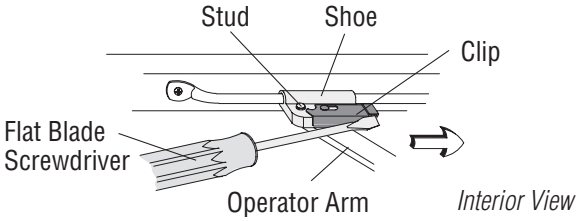
Tape broken glass with filament or duct tape before removal to reduce glass fragmentation. Failure to do so may result in injury, product and/or property damage.

- Tape broken glass with filament or duct tape before removal of *Sash* to reduce glass fragmentation.

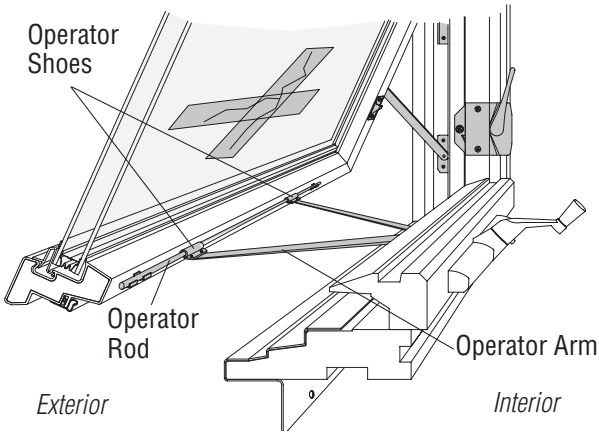
⚠ WARNING

Follow manufacturer's instructions for safe operation of hand/power tools. Always wear safety glasses. Failure to do so may result in injury and/or product damage.

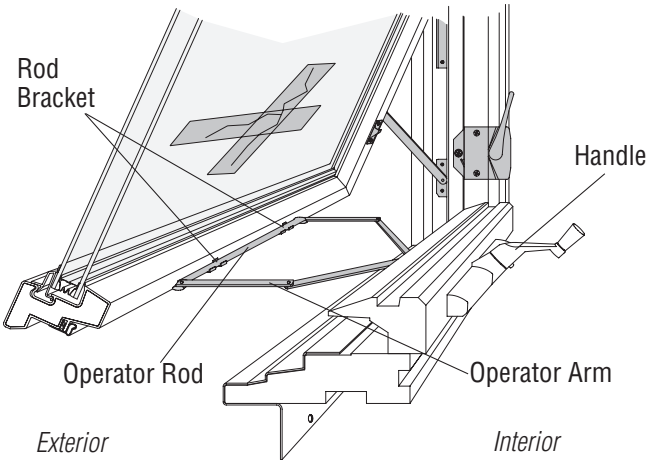
- For units **1973 - June 1981**, **Do Not** lift on *Operator Arm*. Disengage *Operator Arms* using a flat blade screwdriver to slide *Clip* off *Stud*. Drop *Operator Arms* from *Shoes* and turn handle until *Operator Arms* are in closed position.
- For units **July 1981 - June 1995 (Short or Long Arm)**, disengage *Operator Arms* from *Operator Rod* on *Sash* by lifting up on *Operator Shoes*. Turn handle until *Operator Arms* are in closed position.
- For units **July 1981 - June 1995 (Scissor Arm)**, disengage *Operator Rod* from *Rod Brackets* on *Sash* by lifting *Operator Rod* upwards. Turn handle until *Operator Arms* are in closed position.
- For units **June 1995 - Present**, disengage *Operator Arm* from *Operator Rod* on *Sash* by lifting up on *Operator Shoe*. Turn handle until *Operator Arm* is in closed position.



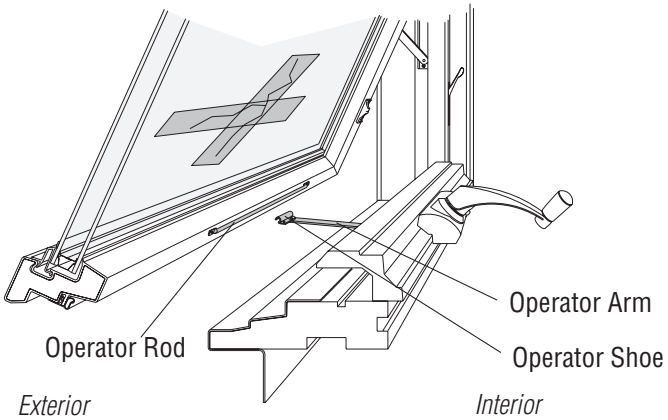
1973 - June 1981



July 1981 - June 1995 (Short or Long Arm)



July 1981 - June 1995 (Scissor Arm)



June 1995 - Present

3. Remove Stopper Screws

⚠ WARNING

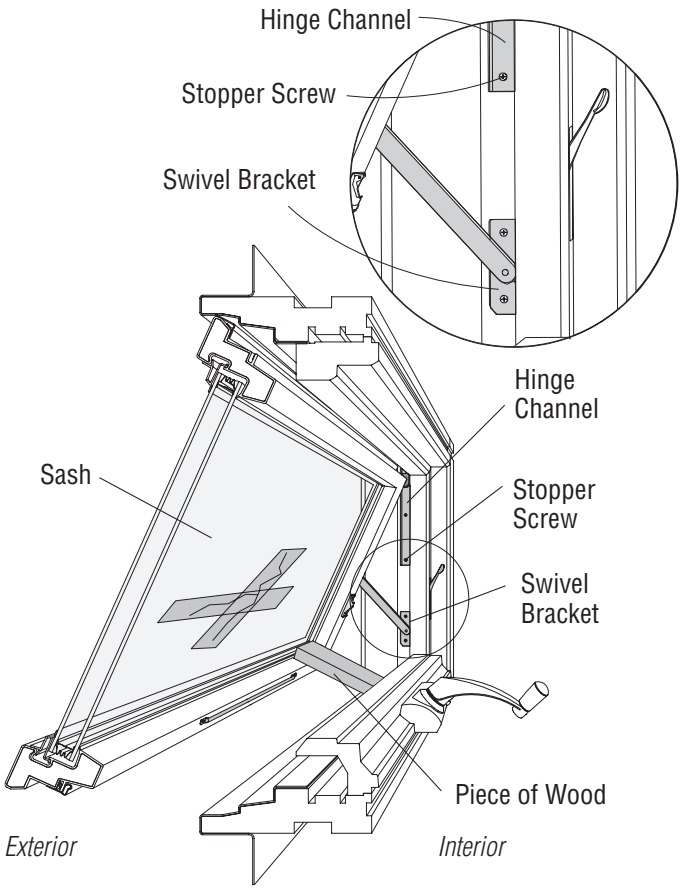
Sash will swing freely after Stopper Screws are removed. Support sash during entire replacement process. During windy conditions, sash may suddenly swing inward causing injury, product and/or property damage.

NOTICE

Do not discard screws, they will be reused.

1973 - March 2001

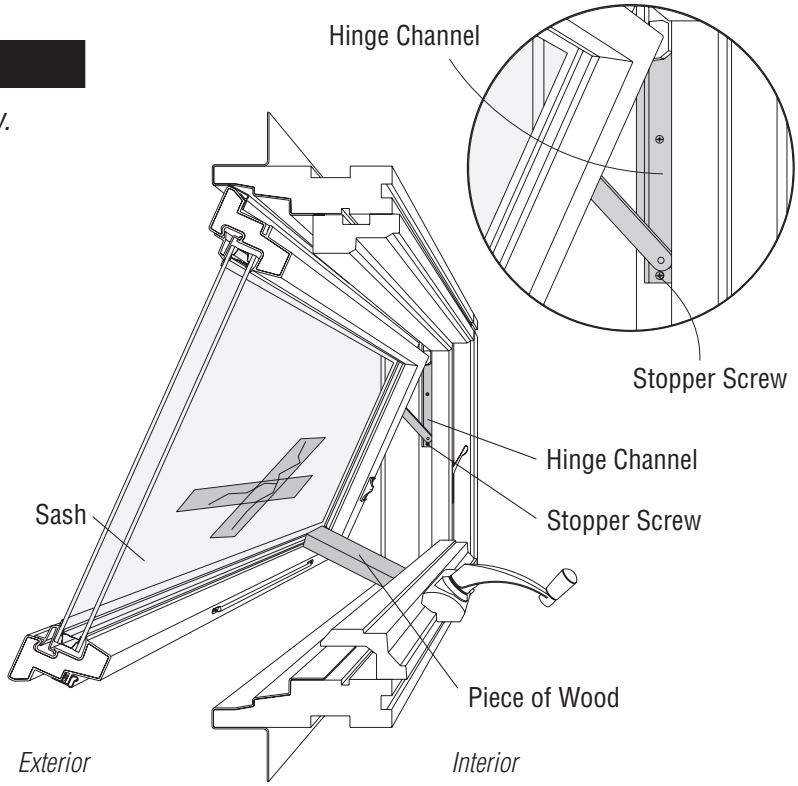
- Open *Sash* wide enough to reveal *Stopper Screw.* Place a piece of wood between sill and bottom of *Sash*.
- Remove screws in *Swivel Brackets* on both sides of unit.
- Remove *Stopper Screw* from *Hinge Channel* on both sides of unit while holding *Sash* firmly. Proceed to **Step 5**.



1973 - March 2001

March 2001 - Present

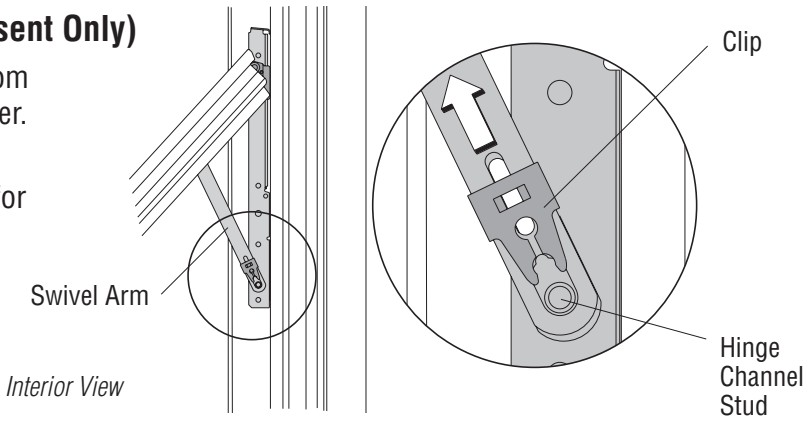
- Open *Sash* wide enough to reveal *Stopper Screw.* Place a piece of wood between sill and bottom of *Sash*.
- Remove *Stopper Screw* from *Hinge Channel* on both sides of unit while holding *Sash* firmly. Proceed to **Step 4**.



March 2001 - Present

4. Release Hinge Arm (March 2001 to Present Only)

- Push clip up *Swivel Arm* until clip is released from *Hinge Channel Stud* using a flat blade screwdriver. Repeat for remaining hinge.
- Remove *Swivel Arm* by lifting off stud. Repeat for remaining hinge. Proceed to **Step 5.**



5. Remove Sash and Sash Hardware

⚠ WARNING

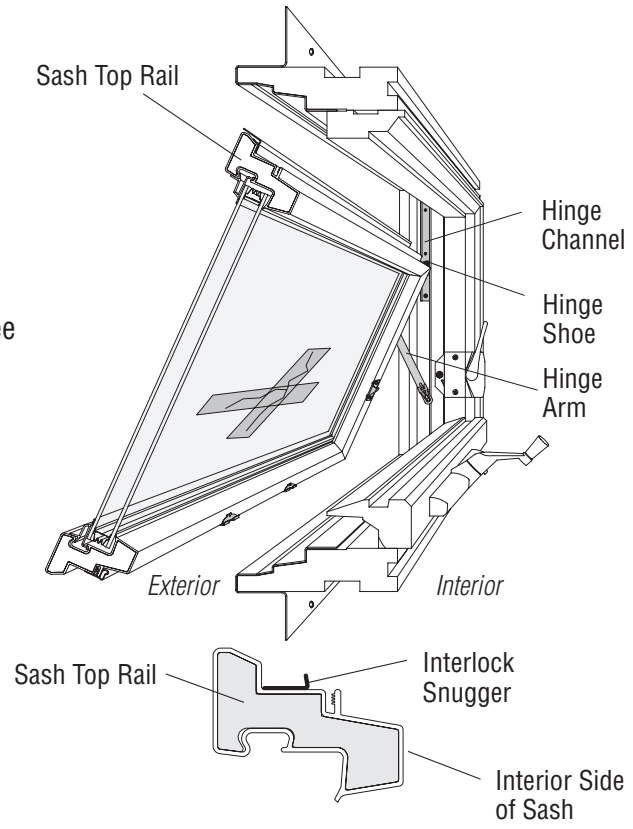
Use extreme care when working around window opening. Never leave a window opening unattended, especially when children are present. Falling from window opening may result in severe injury or death.

- Remove *Sash* by sliding downwards until *Hinge Shoes* are free from *Hinge Channels.* Hold *Sash* firmly while removing.
- Place *Sash* on a clean, flat working surface interior side up.

NOTICE

Do not discard screws, they will be reused.

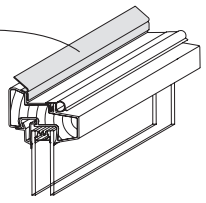
- Remove *Hinges* and label either left or right to assure correct repositioning on *Replacement Sash*.
- Remove remaining hardware, noting orientation for repositioning on *Replacement Sash.*



6. Reapply Hinges

CAUTION

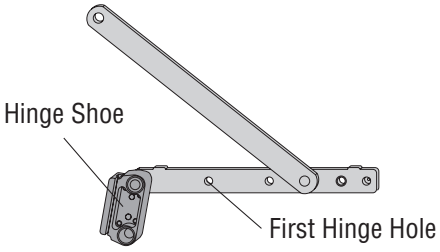
Top rail of Sash has an attached Waterbar Weatherstrip. Position hardware on Replacement Sash with Waterbar Weatherstrip at the top of unit. Failure to do so could result in product failure and/or property damage.

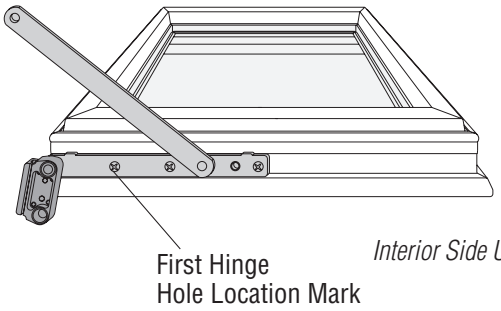


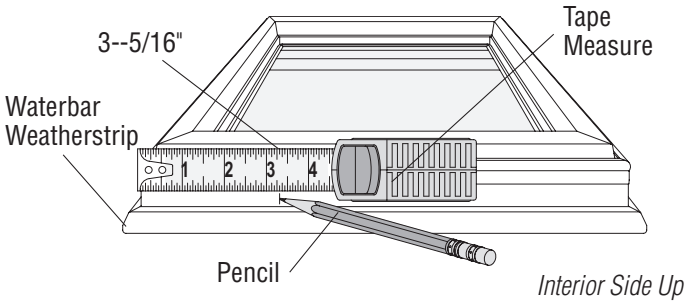
- Place *Replacement Sash* and removed *Sash*, interior side up, same orientation, on a clean, flat work surface.

6. Reapply Hinges (continued)

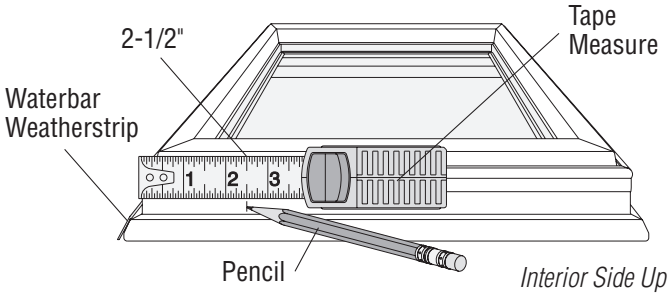
- Measure in from edge of removed *Sash* to first hinge hole. The first hinge hole is the hole located closest to the *Hinge Shoe.* Verify measurement from drawings below according to unit vintage and unit identification.
- Measure and mark first hinge hole on *Replacement Sash* using a pencil.
- Position appropriate hinge on sash. Align first hinge hole with mark on replacement sash and mark center of hole with an awl. Mark remaining hinge holes using hinge as a template.
- Drill 3/32" holes, 1/16" deep, at marked locations.
- Fasten hinge using previously removed screws.
- Repeat for opposite hinge.



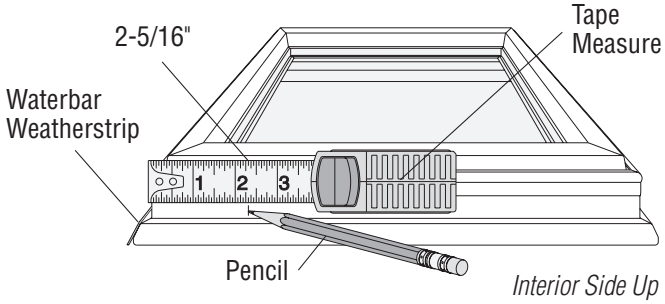




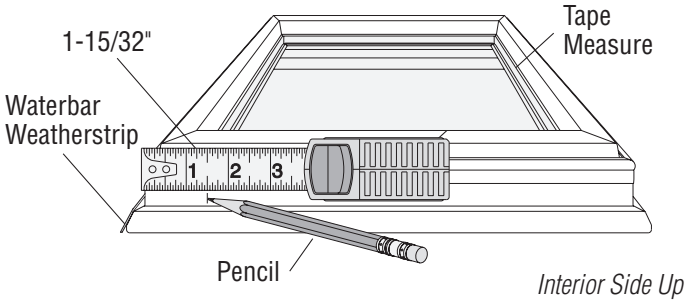
1973 - Present
(5 Holes, Unit A335, Hinge with slide dimension: 3-5/16")



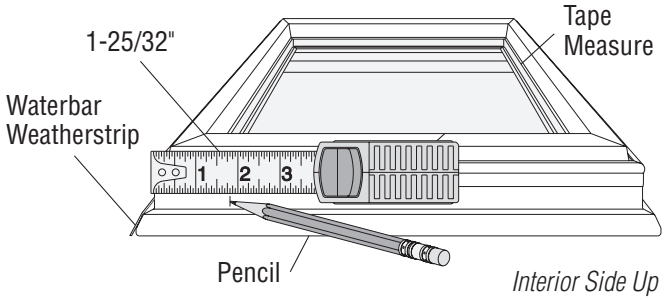
1984 - 2000
(4 Hole Painted Hinge Units AP4, AP35, AP3 Tall Sizes)



2000 - May 2004 (3 Holes, Unit AP)
1973 - March 2001 (3 Holes, Units AN, A, AW)
1995 - May 2004 (AXW)



1990 - March 2001 (3 Holes, Unit AR)

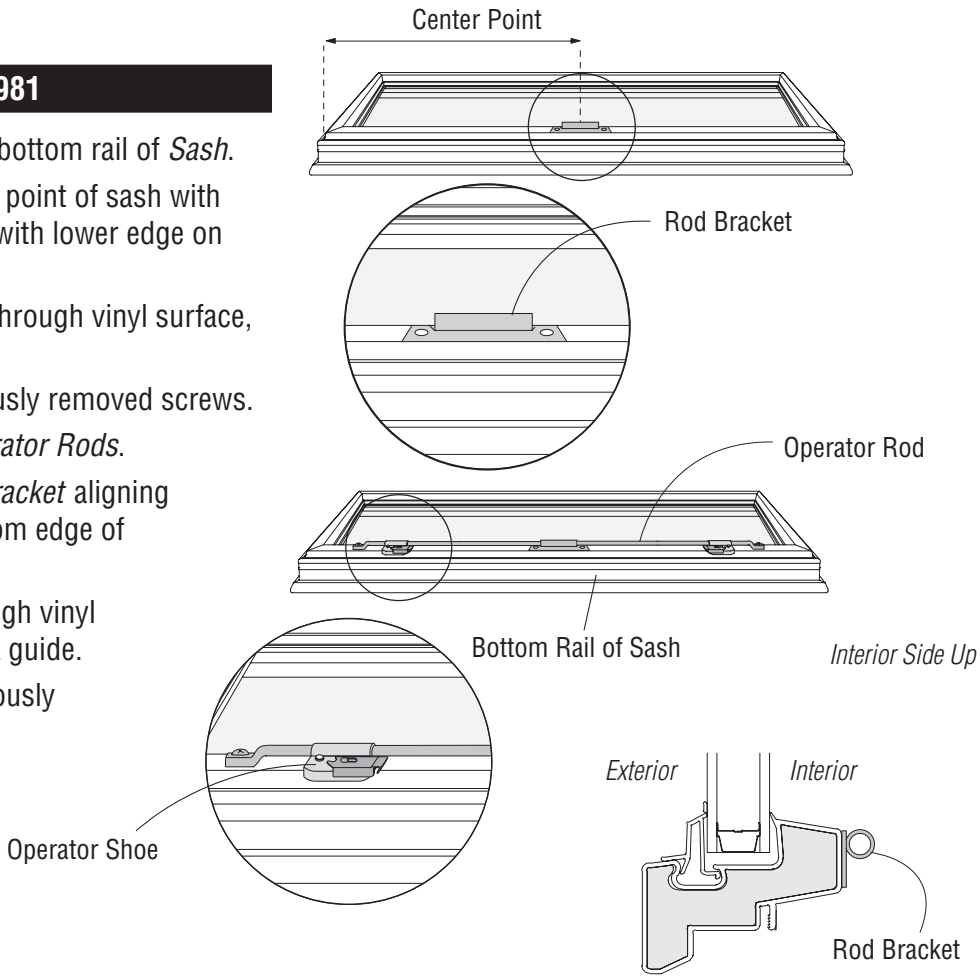


March 2001 - Present (3 Holes, Units AR, AN, A, AW)
May 2004 - Present (AP, AX, AXW, Custom)

7. Reapply Rod Brackets

1973 - June 1981

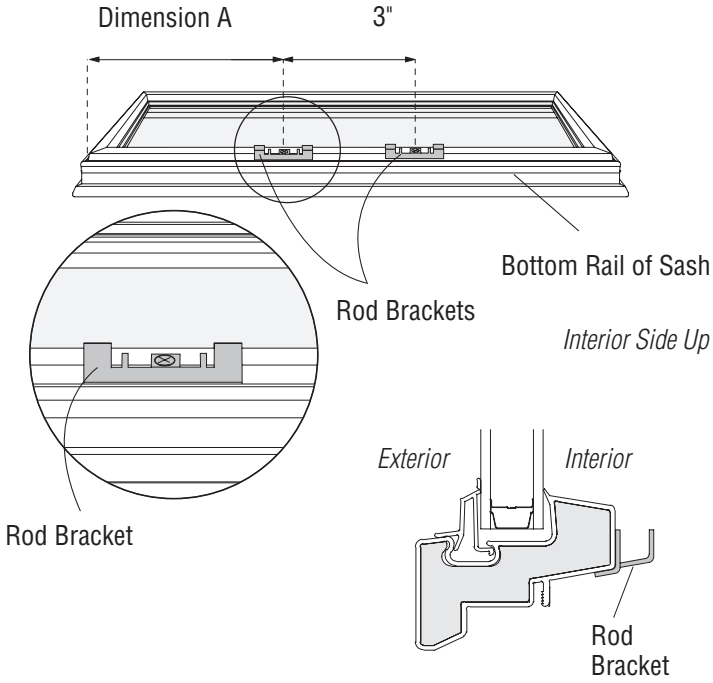
- Locate and mark center point on bottom rail of *Sash*.
- Position *Rod Bracket* over center point of sash with lower edge of *Rod Bracket* even with lower edge on bottom rail of *Sash*.
- Drill 3/32" holes 1/16" deep just through vinyl surface, using *Rod Bracket* as a guide.
- Fasten *Rod Bracket* using previously removed screws.
- Position *Operator Shoes* on *Operator Rods*.
- Insert *Operator Rods* into *Rod Bracket* aligning *Operator Rods* parallel with bottom edge of *Sash*.
- Drill 3/32" holes 1/16" deep through vinyl surface, using *Operator Rod* as a guide.
- Fasten *Operator Rod* using previously removed screws.
- Proceed to **Step 10.**



July 1981 - June 1995 (Scissor Arm)

- Measure distance from edge on bottom rail to *Rod Bracket* screw holes on the removed *Sash* or determine distance using chart.
- Measure and mark location of new screw holes on *Replacement Sash* with pencil.
- Position *Rod Bracket* on *Sash* aligning screw holes with marked locations on *Replacement Sash*. Drill 3/32" holes 1/16" deep just through vinyl surface, using *Rod Bracket* as a guide.
- Repeat for remaining *Rod Bracket*.
- Fasten *Rod Brackets* using previously removed screws.
- Proceed to **Step 10.**

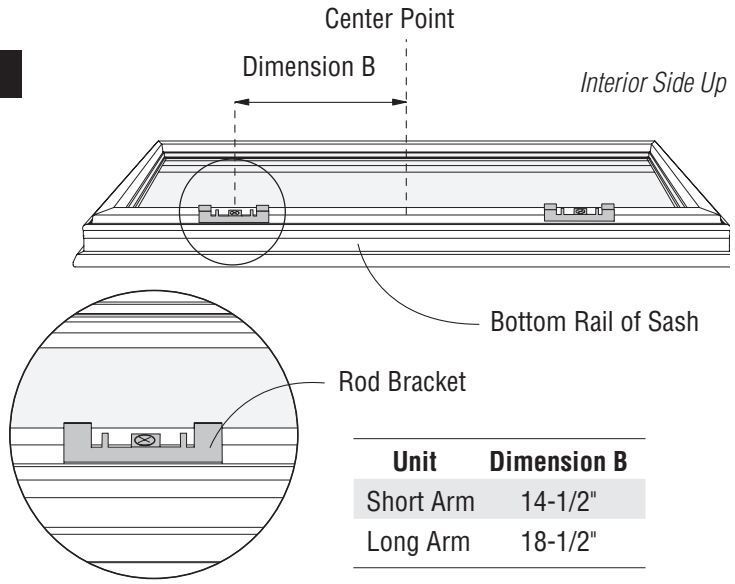
Unit	Dimension A
A6	32"
A55	28-1/2"
A5	26"
A45	22-1/2"
A4	20-1/16"
A35	16-1/2"
A3	14"
A2	8-1/8"



7. Reapply Rod Brackets (continued)

July 1981 - June 1995 (Short or Long Arm)

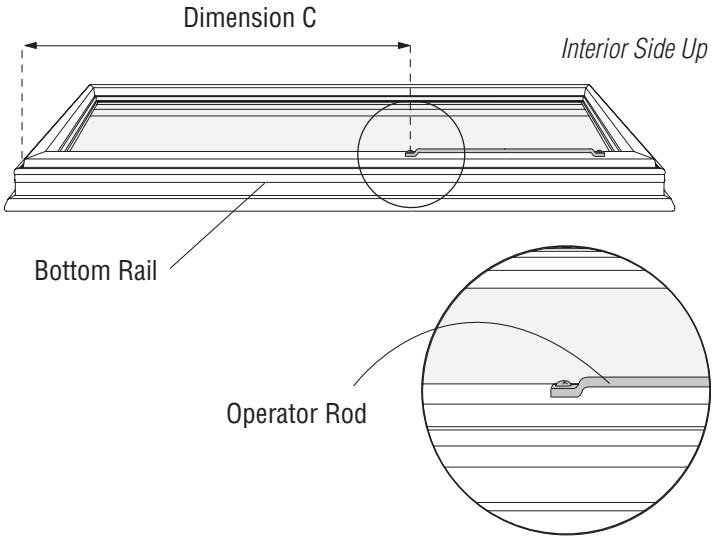
- Measure distance from center of bottom rail to *Rod Bracket* screw holes on removed *Sash* or determine distance using chart.
- Measure and mark location of new screw holes on *Replacement Sash* with pencil.
- Position *Rod Bracket* on *Sash* aligning screw holes with marked locations on *Replacement Sash*. Drill 3/32" holes 1/16" deep through vinyl surface, using *Rod Bracket* as a guide.
- Repeat for remaining *Rod Bracket*.
- Fasten *Rod Brackets* using previously removed screws.
- Proceed to **Step 10.**



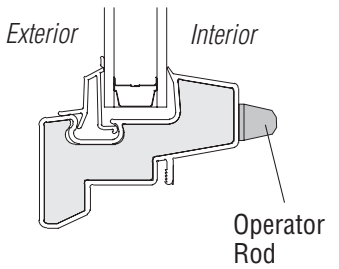
Unit	Dimension B
Short Arm	14-1/2"
Long Arm	18-1/2"

June 1995 - Present

- Measure in from edge of bottom rail to *Operator Rod* screw holes on removed *Sash* or determine distance using chart.
- Measure and mark location of new screw holes on *Replacement Sash* with pencil.
- Position *Operator Rod* on *Sash* aligning screw holes with marked locations on *Replacement Sash*. Drill 3/32" holes 1/16" deep through vinyl surface, using *Operator Rod* as a guide.
- Fasten *Operator Rod* using previously removed screws.
- Proceed to **Step 8.**



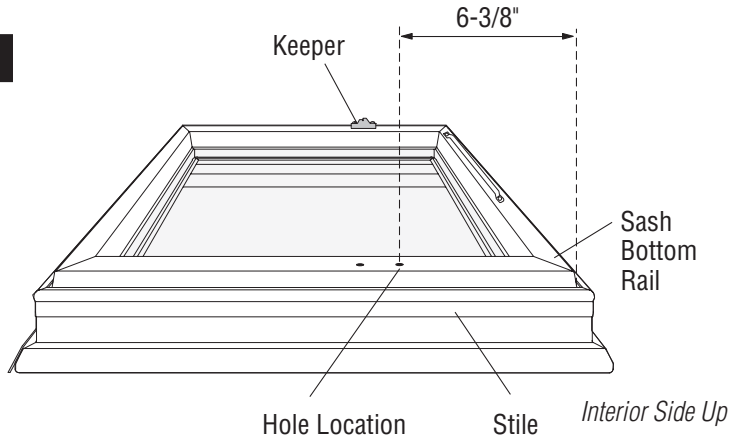
Unit	or	Sash Width	Dimension C
A6	or	63-3/8" - 70-1/4"	34-13/32"
A55	or	58-3/8" - 63-1/4"	30-7/8"
A5	or	51-3/8" - 58-1/4"	28-13/32"
A45	or	46-1/2" - 51-1/4"	24-7/8"
A4	or	39-3/8" - 46-3/8"	22-15/32"
A35	or	34-1/2" - 39-1/4"	18-7/8"
A3	or	30" - 34-3/8"	16-7/16"
A28	or	29-7/8"	14-3/16"
A25	or	26-3/4" - 29-3/4"	12-5/8"
A2	or	22-1/2" - 26-5/8"	9-5/8"



8. Reapply Keepers

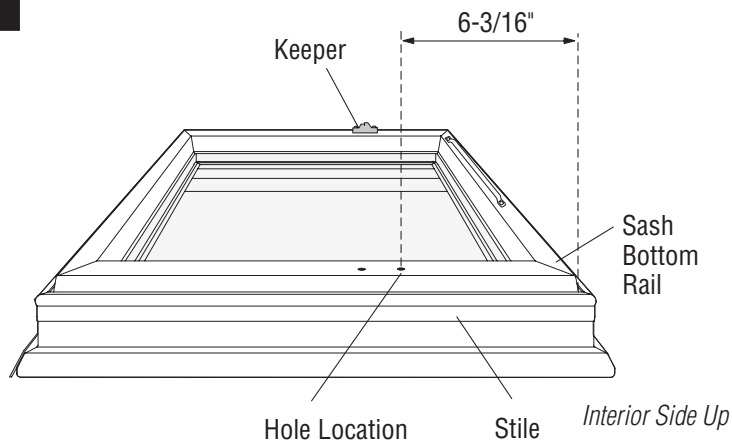
1981 - June 1995

- Measure from bottom of sash up stiles 6-3/8", marking location of the *Keeper's* lower screw using a pencil.
- Position *Keeper* on stile aligning lower hole of *Keeper* with pencil mark.
- Drill 3/32" holes 1/16" deep through vinyl using *Keeper* as a guide.
- Repeat for opposite side.
- Fasten *Keepers* using previously removed screws.
- Proceed to **Step 9.**



June 1995 - Present

- Measure from bottom of sash up stiles 6-3/16", marking location of the *Keeper's* lower screw using a pencil.
- Position *Keeper* on stile aligning lower hole of *Keeper* with pencil mark.
- Drill 3/32" holes 1/16" deep through vinyl using *Keeper* as a guide.
- Repeat for opposite side.
- Fasten *Keepers* using previously removed screws.
- Proceed to **Step 9.**



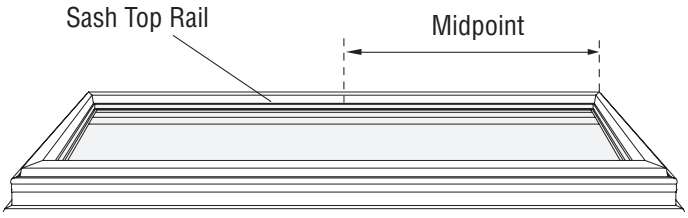
9. Reapply Sash Interlock Snugger (if equipped)

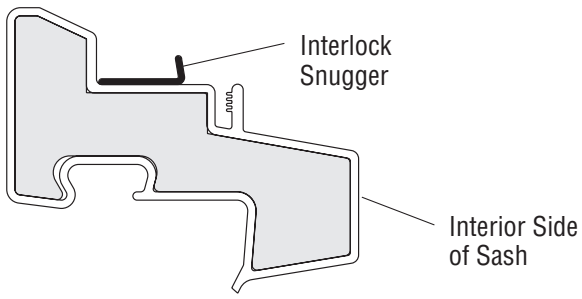
- Mark midpoint of *Sash Top Rail*.
- Align *Interlock Snugger* with midpoint and mark screw location.

CAUTION

Drilling deeper than 1/4" may cause glass damage.

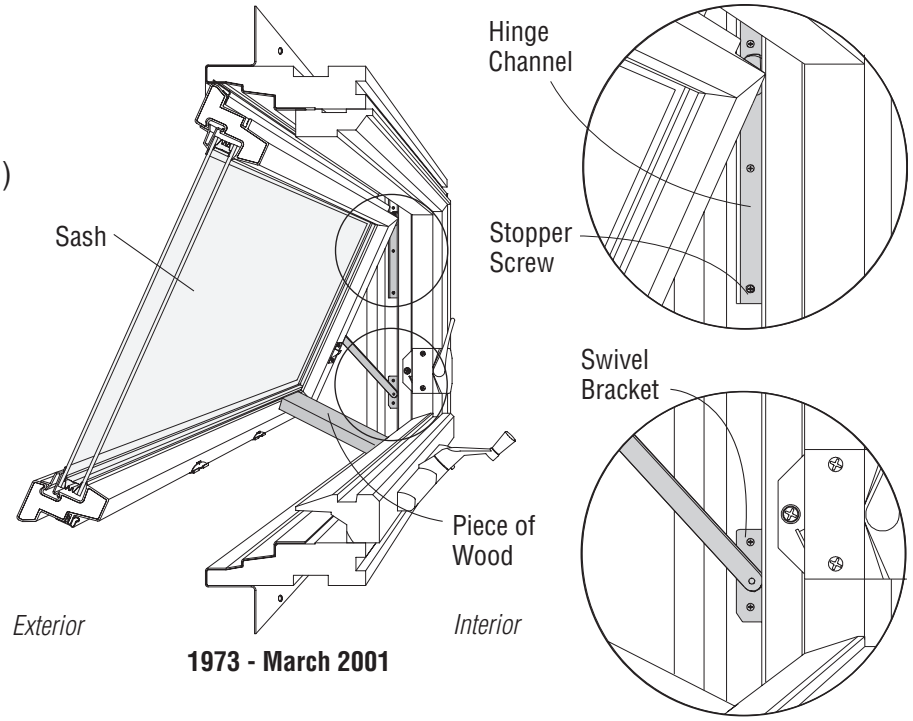
- Drill 3/32" hole, 1/4" deep.
- Fasten *Interlock Snugger* using previously removed screw.



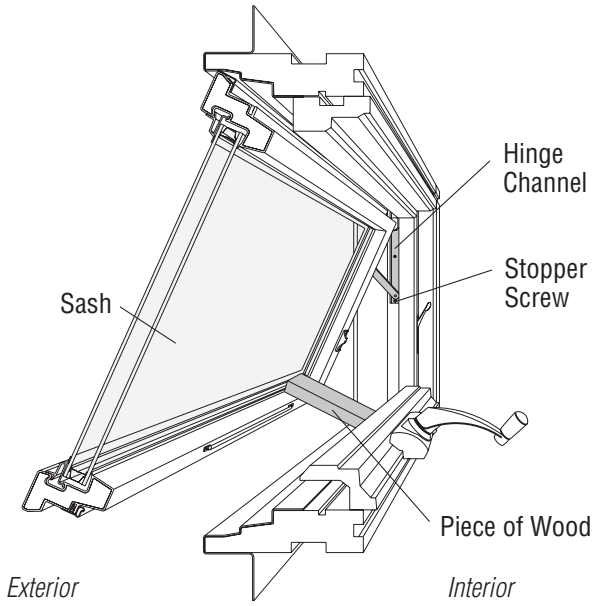


10. Install Sash

- Lift *Sash* into unit opening.
- Slide *Hinge Shoes* up into *Hinge Channels* past *Stopper Screw* location.
- Place support piece, (i.e. piece of wood) between sill and bottom of *Sash*.
- Reinstall *Stopper Screws* on left and right *Hinge Channels* while supporting *Sash*.
- For **1973 - March 2001** units, fasten *Swivel Brackets* to unit frame in same location using previously removed screws. Proceed to **Step 11**.
- For **March 2001 - Present** units, proceed to **Step 11**.



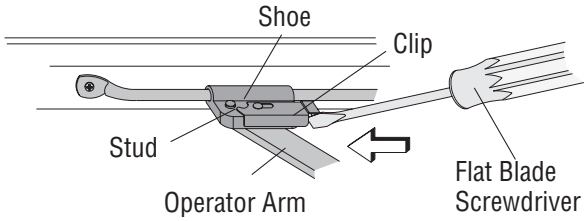
1973 - March 2001



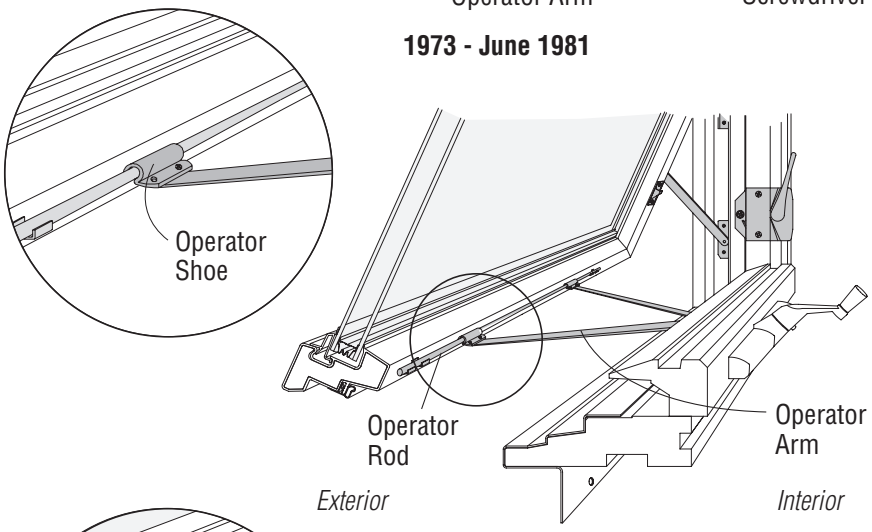
March 2001 - Present

11. Engage Operator

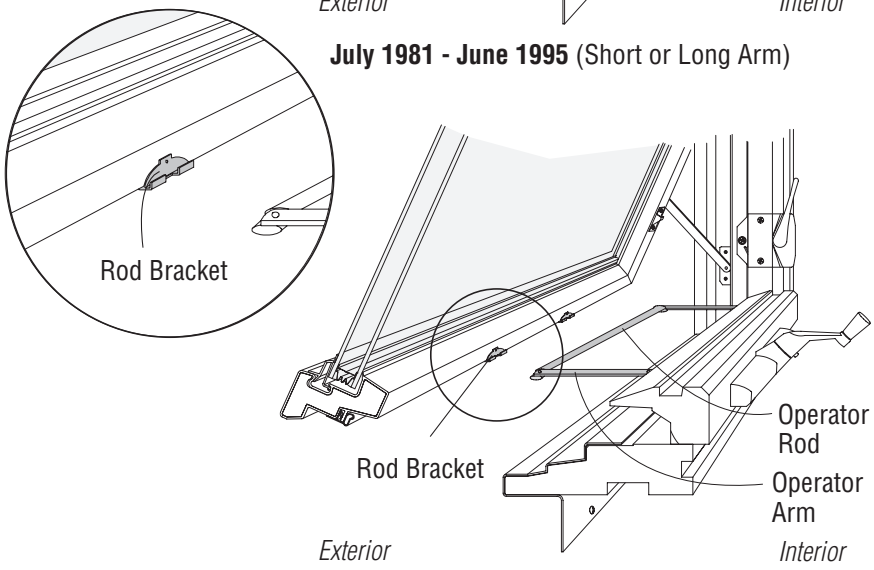
- Turn handle until *Operator Arms* are in open position.
- For units **1973 - June 1981**, lift *Operator Arm* up to *Shoe* and insert *Stud* into *Shoe*. Slide *Clip* onto *Stud* using a flat blade screwdriver.
- For units **July 1981 - June 1995** (Short or Long Arm), lift *Operator Shoes* onto *Operator Rod* on *Sash*.
- For units **July 1981 - June 1995** (Scissor Arm), lift *Operator Rod* onto *Rod Brackets* on *Sash*.
- For **June 1995 - Present** units, Reattach *Operator Shoe* to *Operator Rod* on *Sash*.
- Check operation of *Sash* and *Sash Locks*.
- Lubricate *Hinge Channels* using white grease if necessary. Lubricate *Swivel Bracket* and *Hinge Arm* pivot point locations using light oil if necessary.



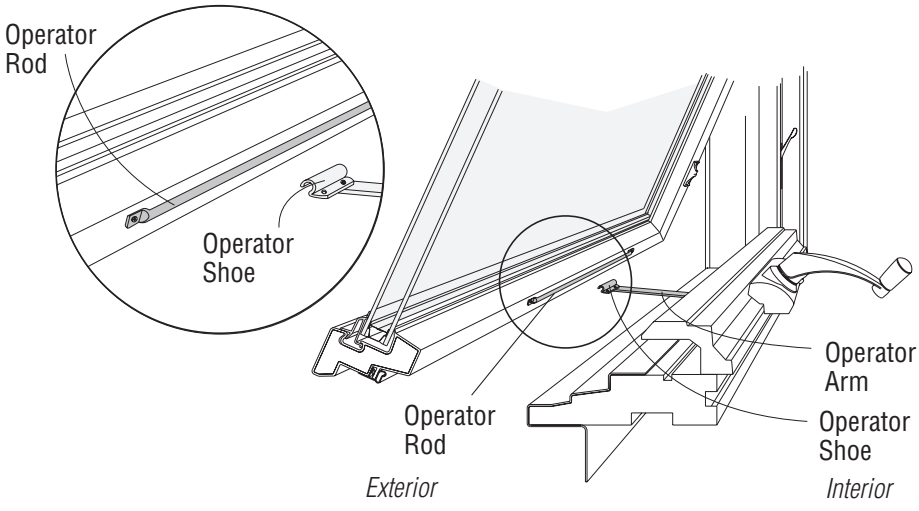
1973 - June 1981



July 1981 - June 1995 (Short or Long Arm)



July 1981 - June 1995 (Scissor Arm)



June 1995 - Present